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Compliance with this Policy is MANDATORY within Keswick School

BRING YOUR OWN DEVICE (BYOD) POLICY

(KS/PP&PW/065)

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<td>Lead Officer:</td>
<td>Headteacher</td>
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BRING YOUR OWN DEVICE (BYOD) POLICY

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BRING YOUR OWN DEVICE (BYOD) POLICY

1.0 RATIONALE

1.1 As well as timetabled lessons, Sixth Form students have private study periods for independent learning including coursework, homework and assignments. As the nature of learning at Key Stage 5 changes, there is more emphasis using digital materials. The school recognises the benefits to learning offered by using personal ICT devices in school. It is the intention of this policy to facilitate and support the use of personal ICT devices in school in furtherance of independent learning.

1.2 Sixth Form students must sign a declaration agreeing to be bound by the rules and requirements set out in this policy before they will be permitted to use personal ICT devices in school. The declaration must be counter-signed by a parent or guardian.

2.0 ACCEPTABLE USE OF PERSONAL DEVICES

2.1 The use of personal ICT devices falls under Keswick School’s ICT Acceptable Use, e-Safety, Behaviour and Teaching and Learning Policies with which all students must comply. This policy should be read in conjunction with these policies.

2.2 The only purpose of a personal device in school is educational. Using the device for personal reasons during school hours is not permitted.

2.3 Under this policy the following ICT devices are allowed:
   - laptop computers
   - netbook or notebook computers
   - tablet computers
   - e-Readers (e.g. Kindle)

These are known as Permitted ICT Devices.

2.4 The Permitted ICT Device must have Wi-Fi capability. If it has 3G/4G capability this must be disabled whilst in school. The school’s Wi-Fi network is intended to support any operating system (e.g. Microsoft Windows, Android, MacOS). If you are uncertain whether your device is approved, check with the ICT Network Manager or ICT Technicians.

Smartphones are not Permitted ICT Devices.

2.5 All Permitted ICT Devices intended to be used must be submitted to the ICT Network manager or appointed ICT technician for registration. All school Wi’Fi activity will be tracked by specific device and the registered student is responsible for all usage of his/her ICT device. Personal Permitted ICT Devices should be used by the registered student only and students should have sufficient security protection on the device, for example locks and password protection.

2.6 Students are ONLY permitted to connect to the School Wi-Fi network while using a personal Permitted ICT Device in school. Accessing 3G/4G networks is forbidden. Devices may be used “offline” for school work only.
2.7 There are no secure facilities provided at school to store personal Permitted ICT Devices. Students should therefore keep their personal Permitted ICT Device with them at all times and are responsible for its safe-keeping.

2.8 Use of personal Permitted ICT Devices during the school day is at the discretion of staff. Students may use devices as directed by their teachers in lessons or under the supervision of the Sixth Form Learning Supervisor or Librarian.

2.9 The use of a personal Permitted ICT Device is not to be a distraction in any way to learning. ICT devices must not disrupt a class or Private Study area in any way. Playing games or other non-school work related activities are not permitted.

2.10 Students must check their personal Permitted ICT Device daily to ensure it is free from unsuitable material and viruses etc. before bringing the device into school.

2.11 Students must check their personal Permitted ICT Device daily for basic Health and Safety compliance to ensure it is free from defects. Particular attention should be paid to the power lead (lead not frayed; plug correctly fitted and containing the correct fuse rating), the keyboard (all keys present; no bare metal exposed), the screen (free from flicker and damage) and the device battery (able to hold a charge). Any personal ICT device that has obvious Health and Safety defects should not be brought into school. If you have concerns you should speak to the ICT Network manager.

2.12 A personal Permitted ICTs Device must be surrendered for inspection at the request of a member of staff.

2.13 The use of any device to bully, harass or intimidate others will not be tolerated whether or not the student is in the care of the School at the time of such use. Disciplinary action in accordance with the School's anti-bullying and behaviour policies will be taken where the School becomes aware of such use.

3.0 SEARCHING

3.1 If there is good reason to suspect that an electronic device has been, or could be used to cause harm, to disrupt teaching or break school rules, the device will be confiscated and may be used as evidence in disciplinary proceedings. Any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner. Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching or break school rules. Once any proceedings have been concluded the device must be collected by a parent or carer and the pupil may be prohibited from bringing such a device onto school premises. If any material found on such a device is of such seriousness that police involvement is required, it may be handed to the police for investigation.

4.0 CONSEQUENCES FOR MISUSE

4.1 In addition to the remit of Keswick School's Acceptable Use of ICT, E-safety and the school's Behaviour Policy one or more of the following sanctions will apply in dealing with misuse:

1. Personal Permitted ICT Device will be confiscated and kept by the Headteacher until the parent/guardian picks it up.
2. Privilege of using personal Permitted ICT Devices at school would be removed.
3. Serious misuse of ICT devices will be regarded as a serious offence. This will be dealt with in accordance with the conditions outlined in Keswick School's BYOD, ICT Acceptable Use, E-safety and Behaviour Policies.

5.0 SCHOOL LIABILITY STATEMENT

5.1 Keswick School is in no way responsible for:

- Personal Permitted ICT Devices that are broken while at school or during school-sponsored activities.
- Personal Permitted ICT Devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any Permitted ICT Device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- Files downloaded.

5.2 Students are responsible for the downloading of any materials, including malware of any sort. We strongly advise students to make sure their Permitted ICT Devices are fully protected.

5.3 Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal Permitted ICT Device in the event of loss/damage to the device.

6.0 DISCLAIMER

6.1 Keswick School accepts no liability in respect of any loss/damage to personal Permitted ICT Devices while at school or during school-sponsored activities. The decision to bring a personal Permitted ICT Device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal Permitted ICT Device in school. It is a condition of agreeing to allow students to bring personal Permitted ICT Devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.
Keswick School Bring Your Own Device User Agreement

Student Declaration

I would like to use my own personal Permitted ICT Device in school. I confirm this device is on the approved list of devices.

Approved Device Type (please tick)

Laptop  Netbook/Notebook  Tablet Computer  E-Reader/Kindle  Other – please specify:

I understand I must submit my Permitted ICT Device to the ICT Technicians for registration.

I have read and understand the Bring Your Own Device Policy (BYOD) and I agree to be bound by the guidelines, rules and regulations contained in the BYOD, the ICT Acceptable Use, the E-Safety, the Behaviour and Teaching and Learning policies.

I understand that the use of a personal Permitted ICT Device in school is a privilege, not a right, and agree to use the device for learning only.

I agree not to connect to any wireless or networking service (3G/4G) while using my personal Permitted ICT Device in school, other than the school Wi-Fi network.

I understand that I am solely responsible for the correct care, safety and security of my personal Permitted ICT Device when in school.

Print Name: _______________________________________________ Form: _________________

Signed: ____________ ________________________________ Date: __________________

Parent/Guardian Approval (Disclaimer - please read carefully)

Keswick School accepts no liability in respect of any loss/damage to personal Permitted ICT Devices while at school or during school-sponsored activities. The decision to bring a personal Permitted ICT Device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal Permitted ICT Device in school. It is a condition of agreeing to allow students to bring personal Permitted ICT Devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

I have read the Bring Your Own Device Policy (BYOD) and give my son/daughter approval to use a personal Permitted ICT Device in school. I understand my son/daughter is personally and solely responsible for the correct care, safety and security of the device. I understand that the school accepts no liability in respect of any personal Permitted ICT Device used in school by a student. I understand and accept the disclaimer.

Signed: ________________________________________ (Parent/Guardian) Date: ________________

For School use:

Bring Your Own Device User Agreement Approval

Device registered by ______________________________________ (ICT Technician) Date: __________

Copies of Declaration/Approval Form to: student □  ICT office □  SFC office □ (tick).

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